



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	August 17, 2011 6:30 P.M.
LOCATION	Sherwood Library/City Hall ,Community Meeting Room
FACILITATOR	Nancy Ellingson, Chair
NOTES TAKEN BY	Mary Madland

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	Ellingson
2. Changes to Agenda	Ellingson
3. Approval of Minutes	Ellingson
4. Manager's Report	North
5. Other Business	Ellingson
6. Adjournment	Ellingson

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Nancy Ellingson, Chair		Linda Henderson	X
Debbie Canepa			
Amy Christie		City Staff	
Christine McLaughlin		Pam North	
Debra Pearce		Denise Berkshire	
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Conrad Thomason	X	Guests	
		Liz Myers, Friends of the	
Molly Woodbury	X	Sherwood Library	

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:33 pm by Chair Nancy Ellingson. No changes to the agenda were noted.

Approval of Minutes

Pearce moved the minutes be approved, as written. Motion was seconded and the June 15, 2011 minutes were approved.

Sherwood Public Library – June 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>36,330</u>	<u>32,955</u>	<u>+10% (16% self-check)</u>
<u>Check in</u>	<u>26,581</u>	<u>27,263</u>	<u>-2.5%</u>

- New Library cards 156
- Volunteer hours 183.50 hours (29 volunteers)

Monthly Activities

- 30 Baby, Preschool and Toddler Storytimes (692 children/484 adults = 1176 total)
- Three Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 06/01 Summer Reading Program sign-ups started
- 06/03 Jenny Swanson attended a workshop, "Customer Service in a Tough Economic Climate," sponsored the League of Oregon Cities
- 06/07 City Council approved the FY2011-12 budget
- 06/06-10 Sue Decker hosted/managed 265 local school children as they toured the Library
- 06/11 Cruisin' Sherwood – We promoted the Auto Repair Reference Center database with posters, computer-top signage and brochures
- 06/12 Last Drop-In Writing Workshop for Adults before the summer (6 attendees)
- 06/15 Library Advisory Board Meeting
- 06/16 Sue Decker attended the Scholastic Book Fair to acquire reward books for the Summer Reading Program

- 06/21 Summer Reading Program Event – Mr. Shoehorn (~125 attendees)
- 06/25 Jenny Swanson represented the Library at the Community Services Fair
- 06/28 Summer Reading Program Event – Cowboy Buck (~125 attendees)
- The Sherwood Library received a Washington County Cultural Coalition grant to fund Oregon Symphony Storytimes in February 2012
- Construction began on the Cannery Plaza, across the railroad tracks from the Library. Expected completion is November 2011. The site will be the new location of Summer Reading Program events beginning in June 2012.
- Volunteer recruitment and training continues & new volunteers begin shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, CircUs, Circulation Transactions, Cataloging, Policy Group, Latino Services & Safety

Sherwood Public Library – July 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	35,956	34,750	+3% (16% self-check)
<u>Check in</u>	26, 661	25,198	+6%

- New Library cards 126
- Volunteer hours 204.25 hours (27 volunteers)

Monthly Activities

- Twenty-one Baby, Preschool and Toddler Storytimes (455 children/342 adults = 797 total) – Teresa was on vacation one week so storytimes were canceled
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- New WCCLS refund policy effective July 1
- Non-Resident fees increase from \$95 to \$100 annually, effective July 1

- “Managing Your Items on Hold” bookmarks inserted in all patron holds from July 1-20
- Summer Reading Program continues (1314 registrations as of 07/13)
- 07/04 Library closed for 4th of July Holiday
- 07/05 Summer Reading Program Event – Presto the Magician (200 attendees)
- 07/07 Friends of the Sherwood Library Meeting
- 07/11 WCCLS Envisionware Upgrade
- 07/11 Pam North attended the Cultural Coalition of Washington County Awards Celebration in recognition of Sherwood’s grant
- 07/12 Summer Reading Program Event – JuggleMania (225 attendees)
- 07/15-16 Sherwood Robin Hood Festival – The Library participated in the BOOTS (Businesses of Old Town Sherwood) Scavenger Hunt on Saturday
- 07/16 Congressman David Wu and Mayor Keith Mays held open-door hours in the Community Meeting Room
- 07/19 Summer Reading Program Event – Penney’s Puppets (100 attendees)
- 07/26 Summer Reading Program Event – Reptile Man (350 attendees)
- 07/28 “Cliffhanger Writing Prompts” Book Launch/Workshop with author and Sherwood’s Story Lady, Teresa Klepinger
- Patron survey available online and in hardcopy through early August
- Volunteer recruitment and training continues & new volunteers begin shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Circulation Transactions, Acquisitions, Cataloging, Policy Group, Safety & OLA/Public Library Division Board

Library Business & News

- Molly Woodbury re-appointed as High School Representative to Library Board for another year.
- Reconsideration request was denied for DVD “Kids Are All Right”. Title remains in collection and letter to patron was sent and to date no response has been received.
- 1/2 day Staff In-Service is planned for August 19th from 9-1. There will be an Open House for City Hall staff and then various training sessions for staff.

- RFID Project Manager has been hired and the project is scheduled to take place in 2012-2013 county wide.
- September 10th at 10:30 a program and book signing is scheduled with Wally Johnston for his new book "Sent to Serve" which is about the chaplains who served in New York after the 9/11 attacks.
- Teresa Klepinger will begin her 4-week series on her book "Cliffhanger Writing Prompts" on Wednesday September 21, 2011 from 3:30-5:00 pm.
- Darren Davis will present a graphic novel program for teens 14+ and adults on Thursday September 29, 2011 at 6 pm.
- Sandy Vias has accepted a full-time position in the Finance Department and will be leaving the Library staff. Her hours will be filled by two exiting staff members.
- Library will be looking for additional on-call staff and we will open the pool to WCCLS county employees and we are planning to fill 3 slots.

Other business

- Ellingson asked about further developments on the blue book donation boxes. No additional news. State Librarian is retiring, so not sure how much follow-up there will be.
- Donation Policy was discussed and motion was made to accept policy as written including Exhibit A. Canepa seconded the motion and the motion passed without opposition. Part of the discussion was regarding the Neil Harris Family donation of \$1400.00. Now that policy is in place the family needs to decide what they want the money used for. North suggested a series of animal books that we would like to replace might be one option.
- Discussion of reprimands by librarians of noisy children in the children's area. Two schools of thought emerged from the discussion. Some felt parents needed to control children and noise. Others felt reprimands were too harsh. Pearce shared that some parents aren't coming back to the library due to the treatment they received. North commented that part of that stemmed from the problems we were having at the time with the after school groups and we were trying to treat everyone the same when it came to noise and disruptions in the library. North asked board members to talk to her if there were still problems and issues that need to be addressed.
- Comments about a wall and the noise in the children's area came up. North checking into "white noise" machine that was suggested previously.
- The movie, "Nightscapes" is filming in Sherwood.

The next Board meeting is on Wednesday, October 19, 2011 at 6:30 pm in the Community Meeting Room at the City Hall/Library.

Adjournment

The meeting was adjourned at 7:10 pm.

